



# COUNTY OF SAN DIEGO

## DEPARTMENT OF PLANNING AND LAND USE: Zoning

### TENTATIVE MAPS FOR MAJOR SUBDIVISION

### STAFF CHECK LIST

Tentative Map Number \_\_\_\_\_ Accepted for filing \_\_\_\_\_ by \_\_\_\_\_  
*Date* *Name*

**YES** **NO**

☐☐

**MORATORIA** (Check yes if the project is affected by a moratorium. Refer to moratorium book under the name of area.)

#### ASSOCIATED DOCUMENTS AND INFORMATION REQUIRED

☐☐

Discretionary Permit Application Form (DPLU #346). Make sure applicant has filled out and signed the front.

☐☐

Acknowledgment of Filing Fees and Deposits (DPLU #126). If case involves a deposit (new major subdivision, etc.), have applicant sign the back of DPLU #126.

☐☐

Evidence of Legal Parcel (DPLU #320) (see policy G-3). (Verify with DPW that the Covenants of Improvements of PM have been released/recorded)

☐☐

Two (2) copies of the Preliminary Title Report not more than 6 months old.

☐☐

Disclosure Statement (DPLU #305).

☐☐

Associated requests for Rezones, Major Use Permits, Variances, Specific Plans being filed concurrently. Planned Development Projects must be filed concurrently.

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School Letters (DPLU #399SC). Letter from each applicable school district.

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Sewer Letter (DPLU #399S) or DEH approval memo.

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Water Letter (DPLU #399W) or DEH approval memo.

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Fire Letter (DPLU #399F).

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Hazardous Waste Form (DPLU #580).

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Five (5) copies of a Preliminary Grading Plan. Place a label titled "Preliminary Grading Plan" on each of the five copies.

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The Preliminary Grading Plan must be on a separate sheet and cannot be incorporated into the TM for the project.

☐☐

Two (2) copies of a Stormwater Management Plan.

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Preliminary Drainage Study.

#### PUBLIC NOTICE PACKAGE:

☐☐

Assessor's Map(s) properly marked.

☐☐

Typed list.



DPLU-372B (08/10)

- | YES                      | NO                       |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | One (1) set of stamped and addressed envelopes (use USPS "Forever" stamps).  |
| <input type="checkbox"/> | <input type="checkbox"/> | Public Notice Certification (DPLU #514) and (DPLU #299).   |
| <input type="checkbox"/> | <input type="checkbox"/> | Vicinity Map/Project Summary (DPLU #524). Must show proposed lots and roads. If it is a rezone, then contiguous zones must be shown on the map.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Condominium Conversion. If yes, a signed affidavit, one (1) set of stamped and addressed envelopes for each apartment unit and a typed list of current tenants by name, address and unit number. |

#### ENVIRONMENTAL DOCUMENTS

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Four (4) copies of AEIS (DPLU #367), one (1) USGS map with site marked and photos with directions marked |
|--------------------------|--------------------------|--|

**OR**

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Four (4) copies of Environmental Review Update Application (DPLU #366) and one (1) copy of the original AEIS (DPLU #366), one (1) USGS map with site marked and photographs with directions marked; |
|--------------------------|--------------------------|---|

**OR**

- |                          |                          |                                  |
|--------------------------|--------------------------|----------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Exempt if condominium conversion |
|--------------------------|--------------------------|----------------------------------|

**OR**

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Special Handling Form (DPLU #341) completed by DPLU staff planner/analyst. |
|--------------------------|--------------------------|--|

#### RESOURCE PROTECTION ORDINANCE (DPLU #374)

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Two (2) copies of the Slope Analysis.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Two (2) copies of the Encroachment/Open Space Map.<br>a. septic/leach lines                      b. feasible grading<br>c. flood plain                                  d. proposed lot lines |
| <input type="checkbox"/> | <input type="checkbox"/> | Preliminary Flood Plain Evaluation Form (DPLU #394).  |
| <input type="checkbox"/> | <input type="checkbox"/> | Density calculation   |

#### GROUNDWATER ORDINANCE

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Groundwater Ordinance (Check YES if applicable) |
|--------------------------|--------------------------|---|

#### MAPS

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Legible prints.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Size of map no larger than 36" x 48".                                      |
| <input type="checkbox"/> | <input type="checkbox"/> | Copies - see coversheet of application. (Check to be sure not in DRB area) |

#### STATEMENTS ON THE MAP

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Name, Address, Telephone number and Signature of Property Owner(s).    |
| <input type="checkbox"/> | <input type="checkbox"/> | Name, Address, Telephone number and Signature of Subdivider(s).        |
| <input type="checkbox"/> | <input type="checkbox"/> | Name, Address, Telephone number and Signature of Engineer or Surveyor. |

## **DISTRICTS**

<b>YES</b>	<b>NO</b>	
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- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Sewer (or septic).                          |
| <input type="checkbox"/> | <input type="checkbox"/> | Water (or wells).                           |
| <input type="checkbox"/> | <input type="checkbox"/> | Fire.                                       |
| <input type="checkbox"/> | <input type="checkbox"/> | All schools - elementary, junior, and high. |
| <input type="checkbox"/> | <input type="checkbox"/> | Street lighting.                            |

## **DESIGN**

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Numbering of lots, parcel or condo units, including private streets. Condominium units must be numbered.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Dimensions of all property lines of the subdivision and the lots/parcels.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Acreage, gross and net of each lot.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Easements for other than road purposes, existing or proposed width.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Streets approximate grades, widths, names, radii of curves, cross sections, private vs. public.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Improvements proposed, where applicable  |
| <input type="checkbox"/> | <input type="checkbox"/> | Water courses, flow direction, storm drains, widths of area subject to inundation where appropriate.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Existing buildings, traveled ways and streets on a subject property and within 100 feet. Show and label building(s) to remain and to be removed. Show distances between buildings (existing and proposed) and property and easement lines. |
| <input type="checkbox"/> | <input type="checkbox"/> | Adjacent subdivisions and parcel maps; show map number.  |

## **FLAGGING**

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Posting (DPLU #319). Give to applicant.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Field Check Date (DPLU #382). Remind applicant to flag site 10 days after filing date. |

## **OTHER NOTATIONS IMPORTANT TO PLANNER:**